

**Town of Sunset Beach  
2010/2011  
Annual Retreat  
February 9, 2011**

**MINUTES**

**Members Present:** Mayor Ronald Klein, Mayor Pro-Tem Lou DeVita, Councilman Bob Bobinski, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

**Staff Present:** Gary Parker, Town Administrator; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Jeff Curtis, Building Inspections Department; Chris Barbee, Fire Department Chief; Lisa Massey, Police Chief and Lisa Anglin, Town Clerk.

Mayor Klein called the Annual Retreat to order at 8:45 am.

**Consideration of an Annual Report**

Gary Parker began by outlining the types of information that could be communicated to the residents/property owners through an Annual Report; several sample reports were reviewed. The Council discussed alternative methods to communicate with and receive input from Town residents and property owners concerning Town issues. Gary Parker, will develop a draft plan for the Council to consider with input from Council members.

**Consideration of a Citizen Survey**

Gary Parker began by outlining the information that could be gathered from residents/property owners by way of a Citizen Survey; sample questions were reviewed. The Council discussed holding meetings within the specific communities on a scheduled basis to determine community needs. The Council also discussed holding a meeting annually for non-resident property owners to assess their needs.

**Beach Barrels Trash Collection Discussion**

Gary Parker and the Council discussed solution to the trash collection issue since Waste Industries is no longer offering this service. The Staff recommendation is to hire a full-time maintenance worker who would, along with an existing maintenance worker, be responsible for the collection of the beach barrel trash. This additional maintenance worker would also be assigned other duties. The Council requested Staff to consider and research part-time employment for the trash collection.

**Roll Cart Issue**

The Council discussed the maintenance workers pushing back roll carts on the island for various properties. The Council reviewed the current ordinance on placing and removing the roll carts and reached a consensus that an amendment is needed to make the ordinance more restrictive. The Council reached a consensus to develop an approach to eventually cease this as a town service; until the plan is developed and communicated to the residents the current service will continue.

## **Trash Compactors**

Mayor Pro-Tem DeVita advised the Council that through research he has found trashcans that have solar compactors and that will send notification when the can is full and requires servicing; both of which will reduce the cost associated with providing trash services. Mayor Pro-Tem DeVita showed pictures and advised that a recycling unit (non-compactor) is also available. Advertisement panels can be installed on the cans and the space sold to area businesses to offset the cost. A salesperson for Big Belly Solar ([www.bigbellysolar.com](http://www.bigbellysolar.com)), is now performing a cost benefit analysis and survey of the gazebo area and commercial district; the results will be shared with the Council soon. Mayor Pro-Tem DeVita advised that potential grant opportunities are available for purchase & implementation.

## **Status Reports**

### **Bike Trails/Pedestrian Walkways**

Jeff Curtis reviewed with the Council the updated trail map for all phases. The group discussed the Shoreline Drive East portion where the marsh and pond are very close to the existing roadway. Possible solutions were to build a bridge over the pond or marsh area, to merge the trail into traffic for that portion of roadway or to cross the road and continue the trail along the pond side with a guard rail.

### **Road Improvements**

Gary Parker reviewed the three-year road improvement schedule with the Council. Gary Parker advised the Council that the roadways affected by the Brunswick County sewer project will be repaired to pre-construction conditions at the completion. Afterwards, the contractor will guarantee the roadway repairs for a one-year period. Gary Parker recommended delaying any road improvements on roadways within the sewer project areas until after the one-year guarantee period has lapsed and to review all of those roadways periodically to ensure all repairs are made. The Council reached a consensus to review the non-sewer project roadways to establish a rating system and improvement schedule for those areas.

### **Boat Ramp Facility**

Gary Parker advised that the Town is awaiting the NC Army Corp of Engineers permit and NC Wildlife Resources Commission construction crew scheduling expected for 2012.

### **Recycling**

Gary Parker advised that the Council is awaiting a County Commissioners decision concerning countywide curbside recycling program. Once their decision is made the Council can address any Town issue that will arise if the program is implemented.

### **Streetscape**

The Council discussed the Streetscape plan presented to the Council on February 7, 2011 and the need for a landscaping plan for the remainder of the Town. The Council reached a consensus that uniformity throughout the Town is needed.

### **Traffic Circles/Roundabouts**

The Council discussed roundabouts for the Main Street and Sunset Blvd. intersection and the Bridge intersection on the mainland. Gary Parker advised that both areas are NCDOT controlled and studies will be performed before decisions are made.

### **Status Reports (Cont.)**

#### **Stoplight at, and camera on, Bridge**

The Council discussed installing a camera on the Bridge. Chief Massey advised the cost would be approximately \$10,000. Chief Massey advised that the police department has not recorded a spike in the island crime rate since the new bridge opened.

#### **Beach Access Walkways**

Gary Parker advised that the walkways, when built many years ago, were built to the requirements at that time and before the ADA requirements were established. These walkways are in need of repair and should comply with the state building code and ADA requirements. Jeff Curtis, Chief Building Inspector, has provided a report and recommendations to obtain compliance. Due to cost, the Staff recommends establishing a walkway replacement/repair schedule to be included in the Capital Improvement Plan.

### **Sewer Committee Update**

Gary Parker advised that the Town has been notified that the County plan omitted the installation of 81 valve pits that would service 162 vacant lots on the island. After completion, if the owner of either vacant lot decides to build, that owner will be charged for the entire cost of installing the valve pit; the remaining vacant lot owner will pay nothing but will receive the benefit when construction begins on their property since one (1) pit services two (2) properties. The cost for the County to include these 81 valve pits now is \$405,000. The Council reached a consensus that the pits should be included in the initial installation and the total assessment; however the question of pit deterioration due to non-use was raised. Staff will raise this question with County officials and report findings during the March meeting.

The Retreat Meeting recessed for lunch.

### **Capital Improvement Plan Review**

Gary Parker and the Council reviewed the Capital Improvement Plan. The Council requested several revisions; Gary Parker will prepare the revised Capital Improvement Plan and distribute to Council.

### **Five Year Financial Review**

Gary Parker and the Council reviewed the Five Year Financial Forecast. Gary Parker will revise the Five Year Financial Forecast incorporating the revisions made to the Capital Improvement Plan and distribute to Council.

### **Island Issues**

#### **Parking**

The Council reviewed the Parking Committee recommendations. The Council reached a consensus to schedule a Special Meeting for Friday, February 18, 2011 at 9:00 am to focus on parking.

#### **Restrooms**

Gary Parker and the Council discussed purchasing transportable restroom facilities instead of constructing a stick-built facility. The Council reviewed quotes and viewed photographs of a 20' and 24' bathroom trailer. The Council discussed the placement of the trailers on the gazebo lot, handicap ramps and landscaping needs. The Council reached a consensus to include in the Public Works proposed budget the purchase of 2 – 24' bathroom trailers totaling \$80,000 approximately, for Council consideration.

### **Discussion concerning Cost Saving Measures**

The Council reviewed information provided for cost saving measures. Mayor Pro-Tem DeVita suggested the Council consider paying off the current loan balances for the Town Hall/Fire Department work and the Fire truck. Gary Parker advised that the Town could save approximately \$34,319 on the Town Hall/Fire Department work loan and \$107,500 on the Fire Truck loan.

MAYOR PRO-TEM DEVITA MADE A MOTION TO INCLUDE THE TOWN HALL RENOVATIONS AND THE FIRE TRUCK LOANS ON THE MARCH MEETING AGENDA FOR PAYOFF CONSIDERATION. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

### **Discussion concerning Town Holiday Decorations**

The Council discussed the need for a Town decoration plan including a map of the areas requiring decorations. The Council reached a consensus to consider holiday decorations during the budget process.

### **Discussion concerning Town Landscaping**

The Council discussed the streetscape plan and other areas of Town requiring landscaping. The Council reached a consensus to tentatively schedule a Special Meeting for Friday, March 11, 2011 at 9:00 am to focus on landscaping.

With no further business to consider, the Annual Retreat was adjourned.

**Town of Sunset Beach**

*Ronald F. Klein, Mayor*

Submitted by:

*Lisa Anglin, Town Clerk*